

# Standard 5 Score Sheet

|                 |  |                          |                |  |
|-----------------|--|--------------------------|----------------|--|
|                 | <b>State:</b>  | <b>Fiscal Year: 2002</b> |                |  |
|                 |  |                          |                |  |
| <b>Item No.</b> | <b>Emphasis A Review Items</b>   | <b>Met</b>               | <b>Not Met</b> |  |
|                 | a) The SA submits its budget request, including proposed workload, its quarterly Title XIX budget estimates, and its expenditure and workload reports in accordance with the requirements contained in the SOM, the budget call letter and other related program instructions. |                          |                |  |
| 1               | <input type="checkbox"/> The SA meets CMS assigned due dates for its budget request and proposed work plan.  |                          |                |  |
| 2               | The SA submits its budget request and proposed work plan in a timely manner.   |                          |                |  |
| 3               | The SA submits all the attachments and documents required by applicable program instructions to support its budget request.  |                          |                |  |
| 4               | Budget documents submitted are completed correctly.  |                          |                |  |
| 5               | The type and amount of work projected is in accordance with applicable program instructions.   |                          |                |  |
| 6               | The justification for each line item and cost, on the budget request, is reasonable and based on applicable program instructions.  |                          |                |  |
| 7               | Program cost shares approved by the RO are appropriately applied to all line- items and costs on the budget request.   |                          |                |  |
| 8               | The SA submits required expenditure and workload reports in a timely manner. (Quarterly reports are due 45 days after the close of the quarter and year-end cumulative reports are due 60 days after the close of the fiscal year.   |                          |                |  |
| 9               | The SA submits the required quarterly and cumulative expenditure and workload reports that are completed in accordance with applicable program instructions.   |                          |                |  |
| 10              | The SA submits the required quarterly and cumulative expenditure and workload reports that are completed in accordance with applicable program instructions.   |                          |                |  |
| 11              | The SA provides reasonable assurances to the Regional Office that costs shown on all budget/expenditure reports are appropriately applied to the Medicare, Medicaid and State Licensure programs across facility and program types.  |                          |                |  |
| 12              | Reported FTEs and dollar amounts are reasonable and consistent with the State's budget approval. Line item amounts generally conform to the approved budget, except for good cause.  |                          |                |  |
|                 |  |                          |                |  |

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| Item No. | Emphasis B Review Items   | Met | Not Met | Not Applicable |
|----------|---|-----|---------|----------------|
| 1        | Quarterly Analysis: The SA prepares a brief analysis which summarizes the status of its spending and work completion in relation to meeting the budgeted dollar and workload amounts for the fiscal year. |     |         |                |
| 2        | Annual Analysis: The SA prepares a brief analysis which analyzes the fiscal year and compares actual expenditures and accomplished workload to the amount budgeted and the planned workload.              |     |         |                |
| 3        | The State takes appropriate action to ensure program priorities are accomplished within the approved budget amount.   |     |         |                |
| 4        | If necessary, the SA prepares and justifies a supplemental budget request in accordance with the SOM and other applicable guidance.   |     |         |                |